

Public Safety Branch
Fire Group
Fire Series

FIRE ASSISTANT CHIEF

04/92

Under direction, is responsible for the supervision of the administrative staff and technical work, as second ranking officer in the Fire Department; assists the Fire Chief exercising command of the personnel, fire stations, apparatus and equipment; and performs related work as required.

Typical Duties

Responds to alarms of major fires; supervises and directs firefighting activities; confers with subordinate officers; orders changes in assignment of personnel and equipment upon approval of the Fire Chief; supervises the training of officers and other personnel; assists in the planning and execution of the department's fire prevention and inspection programs; is directly responsible for the fire communication units, administrative staff and training; responsible for maintenance of all Fire Department property; writes specifications for fire equipment; acts as Fire Chief during his absence or at the Fire Chief's discretion; makes written and/or oral reports.

Minimum Qualifications

Training and Experience: Certified fire fighters with the El Paso Fire Department for a minimum of twelve (12) years, holding the rank of FS6 or above.

Knowledge, Abilities and Skills: Comprehensive knowledge of procedures and practices of modern firefighting; comprehensive knowledge of the operation and care of equipment and firefighting apparatus; comprehensive knowledge of laws, ordinances, rules and regulations pertinent to the Fire Department activities; good knowledge of first aid.

Comprehensive ability to lead, direct and instruct men; administrative and supervisory ability; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to express oneself clearly and concisely, orally and in writing.

Director of Personnel

Department Head